

# **Subcontract Welcome Package**

## **Invoice Process Overview and Explanation**

**Presented by: Invoice Management Section (IMS)**

Updated: July 30, 2008

## AGENDA

- ▶ Objective: Welcome suppliers to JPL and assist with the subcontract invoice payment process
- ▶ Supplier On-Boarding
- ▶ Invoice Process
- ▶ Invoice Instructions and Terms & Conditions that affect payment
- ▶ Submitting Your Invoice
- ▶ Top Invoice Problems that Delay Payment
- ▶ Electronic Funds Transfer (EFT) Information
- ▶ Invoice Management Section (IMS) Web Site

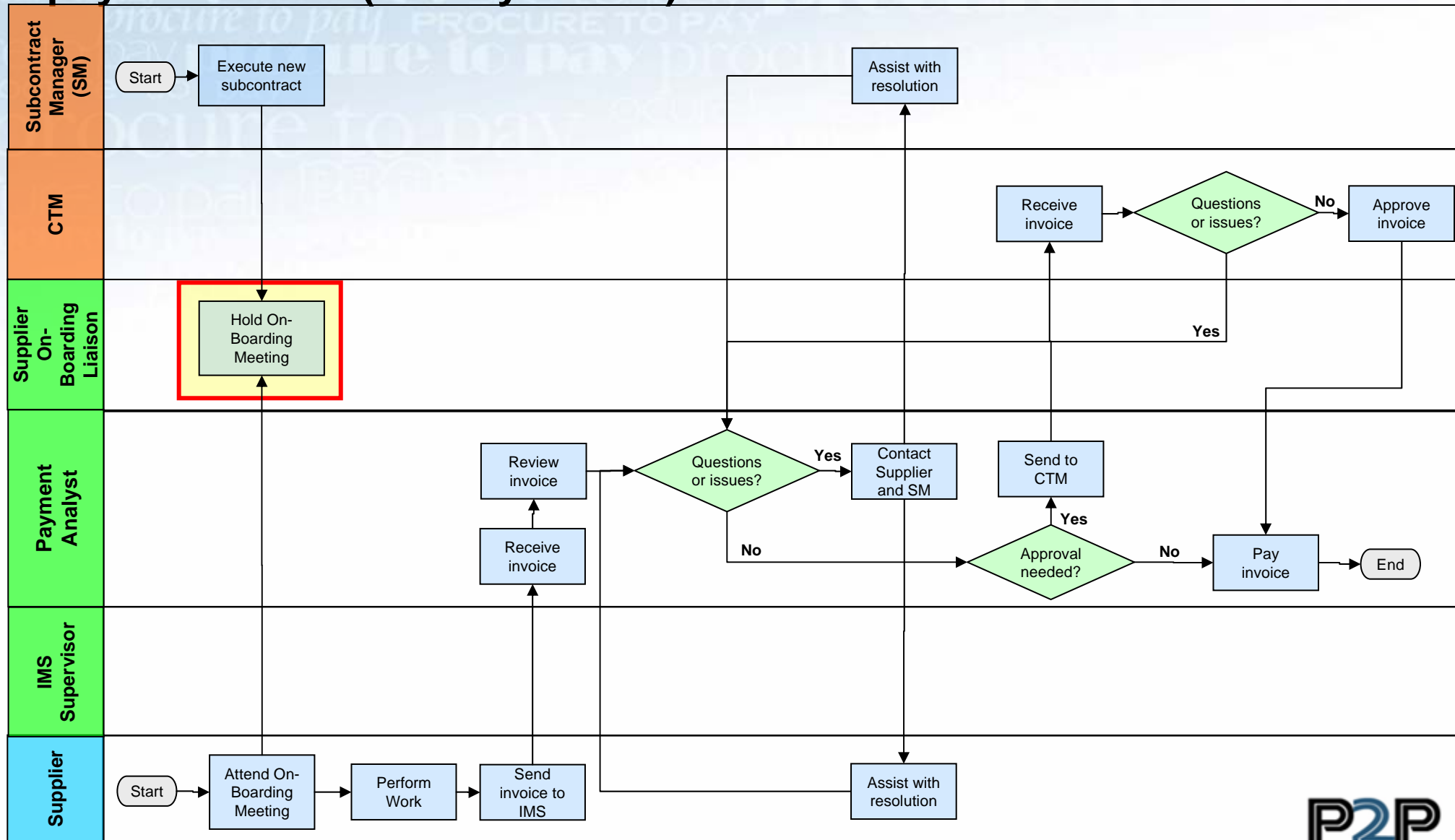
# IMS would like to congratulate you on your award. Your points of contact moving forward are:

- ▶ Your IMS Payment Analyst is:
  - FILL IN NAME
    - ▶ EMAIL, PHONE NUMBER
- ▶ Your IMS Supervisor is:
  - FILL IN NAME
    - ▶ EMAIL, PHONE NUMBER
- ▶ Your Acquisition Subcontract Manager (SM) is:
  - FILL IN NAME
    - ▶ EMAIL, PHONE NUMBER
- ▶ Your Contract Technical Manager (CTM) is:
  - FILL IN NAME
    - ▶ EMAIL, PHONE NUMBER

# What is the Supplier On-Boarding Program?

- ▶ Goal of the Supplier On-Boarding Program
  - Connect IMS with the supplier's invoicing/accounts receivable team to review JPL's invoicing process and requirements
    - ▶ All parties will have a clear picture of JPL invoice process and requirements up front
    - ▶ Suppliers can avoid causing payment issues because they will understand all requirements
    - ▶ IMS will understand the supplier's invoicing limitations and can be flexible on a case-by-case basis
  - Benefits include:
    - ▶ Reduce the time all parties spend on trying to resolve invoicing issues
    - ▶ Overcome the gap in information flow of the JPL invoicing process to the right group within your organization (IMS with supplier's invoicing /accounts receivable teams)

# IMS invoice payment process map for suppliers to be paid within payment terms (usually NET30)



# Subcontract invoicing instructions

- ▶ IMS developed invoicing instructions and “smart forms” which meet IMS invoicing requirements and will reduce the number of errors and omissions
- ▶ All forms are found on the Forms page of the IMS web site: <http://invoice.jpl.nasa.gov/IMS-Forms.cfm>

Invoice instructions and sample invoices by contract type	New or revised instructions?	“Smart Form” available?
1. Fixed Price	Revised	Yes, invoice template
2. Fixed Price with SWOs	New	Yes, invoice template
3. Fixed Price – Deliverable/Milestone Schedule	Revised	Yes, invoice template
4. Fixed Price – Progress Payment requiring Standard Form 1443	Revised	Yes, invoice template, Standard Form 1443
5. Fixed Price – Progress Payment & Deliverable/Milestone Schedule requiring Standard Form 1443	New	Yes, invoice template, Standard Form 1443
6. Fixed Price – Construction	New	Yes, invoice template
7. Fixed Price – Architect & Engineering	New	Yes, invoice template
8. Cost	New	No, org must have gov’t approved acct. system
9. Cost Plus Fee	Revised	No, org must have gov’t approved acct. system
10. Cost Plus Fee with SWOs	New	No, org must have gov’t approved acct. system
11. Cost Reimbursable with an Educational Institution (CREI)	Revised	No, org must have gov’t approved acct. system
12. Cost Reimbursable with an Educational Institution (CREI) with SWOs	New	No, org must have gov’t approved acct. system
13. Time & Materials	Revised	Yes, invoice template & travel expense form
14. Time & Materials with SWOs	New	Yes, invoice template & travel expense form
15. Labor Hours	Revised	Yes, invoice template & travel expense form
16. Labor Hours with SWOs	New	Yes, invoice template & travel expense form

# **Review invoice instructions and any terms & conditions that affect payment**

- ▶ Refer to printout of invoice instructions
- ▶ Review subcontract Terms & Conditions that could affect payment

# Submitting your invoice for payment

- ▶ 30 day clock starts when **IMS receives your invoice**
  - Not when SM/CTM receives it
  - Please send invoice directly to IMS
- ▶ Subcontract invoices can be submitted through email or regular mail:
  1. Email [subcontract.invoices@jpl.nasa.gov](mailto:subcontract.invoices@jpl.nasa.gov) with the invoice and backup documents attached in one of the following electronic record file formats: .pdf, .tif, .jpg, .bmp, or .gif

**OR:**

2. Mail the **original and one photocopy** of the invoice and supporting documents to:  
Jet Propulsion Laboratory  
Invoice Management Section  
Mail Stop 601-208  
4800 Oak Grove Drive  
Pasadena, CA 91109-8099



# Top invoice problems that delay payment

- ▶ Avoid these common mistakes when submitting your subcontract invoice:
  1. Amount billed in excess of subcontract or subcontract work order (SWO) value
  2. Modification has not been issued to extend the subcontract or SWO end date
  3. CTM or SM rejected the invoice
  4. Incorrect hourly billing rates
  5. Incorrect indirect cost rate
  6. Fee billed in excess of 85%
  7. Insufficient back up documentation (lacking a document required for payment)
  8. Retention error
  9. Invoice not sent directly to IMS

## EFT information

- ▶ Have you signed up for EFT payments from JPL?
- ▶ Visit JPL's invoice web site at <http://invoice.jpl.nasa.gov/IMS-Forms.cfm> to download the EFT Authorization Form
- ▶ The completed form can be emailed to [invoice@jpl.nasa.gov](mailto:invoice@jpl.nasa.gov), faxed to (818) 393-3308 or mailed to:

Jet Propulsion Laboratory  
Invoice Management Section  
Mail Stop 601-207  
4800 Oak Grove Drive  
Pasadena, CA 91109

## For more information....

- ▶ Please visit the IMS web site at

<http://invoice.jpl.nasa.gov>

The screenshot shows the JPL Invoice Management Section website. At the top, there is a NASA logo and the text "Jet Propulsion Laboratory California Institute of Technology". A link "+ View the NASA Portal" is also present. Below this is a navigation bar with links: "JPL HOME", "EARTH", "SOLAR SYSTEM", "STARS & GALAXIES", and "TECHNOLOGY". A large banner image features a spacecraft orbiting Saturn. Below the banner is another navigation bar with links: "IMS Home", "Submit Invoice", "Find a Payment Analyst", "Forms and Instructions", and "Contact Us". On the left side, there is a sidebar with links: "What's New?", "POs and Blanket Purchase Agreements", "Subcontracts", "FAQs", and "Resources". The main content area is titled "Invoice Management Section" and includes the subtitle "Tracking your invoice from liftoff to landing". A portrait of Alex Campbell, IMS Manager, is shown next to a welcome message. The message states: "Welcome to the Invoice Management Section web site! We have designed this site with JPL's suppliers in mind, and we want to make it as easy as possible for you to find the information you need. On this site you will find information about how to send your invoice to JPL and what happens after we receive it, as well as invoice instructions, new Excel™ smart forms,™ answers to your FAQs, and much more." Below the portrait, it says "- Alex Campbell, IMS Manager". Further down, there is a paragraph: "Be sure to check out the [Forms and Instructions](#) page which provides a comprehensive list of invoice instructions and related forms, organized by subcontract type." Another paragraph follows: "Please take a moment to bookmark this site and to let us know what you think at [invoice@jpl.nasa.gov](mailto:invoice@jpl.nasa.gov)". At the bottom, there is a footer with the text "Last Updated on the 12th of June 2009", a link "+ Privacy / Copyright", the NASA logo, and the email address "invoice@jpl.nasa.gov".

Questions?

